

How to register an account for the BCT's Offsets Portal

With an Offsets Portal account you will be able to:

- Request a Biodiversity Conservation Fund Charge Quote
- Request to make a payment into the Biodiversity Conservation Fund or
- Submit a credit offer in a BCT Credit Tender

October 2025

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Register for an account to use the BCT's Offsets Portal



Important things to know before registering

1. **From 26 November 2025 onwards, you will need to register for an account before using the Offsets Portal to:**

- Request a Biodiversity Conservation Fund charge quote
- Request to make a payment into the Biodiversity Conservation Fund or
- Submit a credit offer in a BCT Credit Tender (a bid to sell us your biodiversity credits at your preferred price)

2. **Register and login using a password and one-time verification code sent to your email**

This step helps safeguard against common cyber security threats and ensures that only verified, authorised users can access sensitive data. You will need to enter a one-time verification code each time you log in, to ensure your account remains secure.

3. **How does the registration and log in process work?**

Follow the steps on slides 4-17. Here's a summary of what's involved:

1. Go to <https://offsetsportal.bct.nsw.gov.au/> and select '**Register / Login**' and then '**Sign up now**'.
 2. Enter your email address, name, password, and a one-time verification code sent to your email.
 3. Once BCT verifies the registration request, you'll receive an email confirming that your registration is approved.
 4. Log in with your email, password and one-time verification code to access the Offsets Portal.
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From 26 November 2025 onwards, Access the Offsets Portal using <https://offsetsportal.bct.nsw.gov.au/>

Biodiversity Offsets Program

The Biodiversity Offsets Scheme (BOS) is a framework to avoid, minimise and offset impacts on biodiversity from development and clearing, and to ensure land that is used to offset impacts is secured in-perpetuity. The scheme consists of two elements:

- Developers and landholders who undertake development or clearing, generating a credit obligation which must be retired to offset their activity
- Landholders who establish a biodiversity stewardship site on their land, through Biodiversity Stewardship Agreements (BSA), generating credits to sell to developers or landholders who require those credits, to securely offset activities at other sites.

The purpose of the Biodiversity Conservation Trust (BCT) is to seek strategic biodiversity offset outcomes under the BOS to compensate for the loss of biodiversity due to development and other activities. The BCT has a strategic goal to deliver a strategic biodiversity offsetting service to the developers and landholders of NSW.

The BCT works to achieve this goal by delivering the Biodiversity Offsets Program (BOP). Under the BOP, the BCT secures biodiversity offsets on behalf of developers who opt to pay into the Biodiversity Conservation Fund to meet NSW state and Commonwealth offset obligations of their development approval.

Register / Login

Please log in to the Offsets Portal to:

- Request a Biodiversity Conservation Fund quote,
- Make a payment into the Biodiversity Conservation Fund, or
- Submit a credit offer in a BCT Credit Tender.

Please create an account for the Offsets Portal via the 'Register' link below.

Register / Login

Select 'Register / Login'

Create an account for the Offsets Portal

Select 'Sign up now'



Connect online with [BCT Offsets Portal](#), external user please log in with your email address.

Email Address

Password

[Forgot your password?](#)

External User Log in

Don't have an account? [Sign up now](#)

Internal Staff Single Sign-on

[Organisation](#) internal staff please log in with your internal account for Single Sign-on

Select 'Sign up now'

Enter your email address and request a one-time verification code

Cancel



Please provide the following details.

Email Address

Send verification code

Display Name

Given Name

Surname

New Password

Confirm New Password

Enter your email address

Select 'Send verification code'

Find the email with the one-time verification code

NSW DPHI Business Application Online Access - User Sign Up or Reset Password



DPIE Online Access Test Do Not Reply Mailbox
To

Your one-time security code for sign up or password reset is **941571**. Please use this code to sign up or reset your password.

NOT REPLY TO THIS E-MAIL | THIS E-MAIL ACCOUNT IS USED FOR OUTGOING MESSAGES ONLY.



www.environment.nsw.gov.au

Check your inbox for an email with your one-time verification code.

Remember to check your junk folder if you can't find it in your inbox.

Enter your one-time verification code

Enter your one-time verification code

Cancel



Please provide the following details.

Verification code has been sent. Please copy it to the input box below.

kath.thomas@gmail.com

Secondary Verification Code

Verify code

Send new code

Kath

Kathleen

Thomas

Select 'verify code'

Enter your details and select 'Create' to submit your registration to the BCT

Cancel



Please provide the following details.
The code has been verified. You can now continue.

kath.thomas@gmail.com

Change

Kath

Kathleen

Thomas

.....

.....

Create

Enter your:

- Preferred name for emails from the BCT
- Given name
- Surname
- Password

Select 'Create'

Registration request confirmed



Biodiversity
Conservation
Trust

Biodiversity Offsets Program

HomeAccount details

Registration received

We have received your registration. Once we complete the review of your registration you will be able to use this website.
Please check back later.

You should see this message confirming your registration request has been received by the BCT.

BCT accepts your registration

✕

Registration accepted!

N

no-reply=bct.nsw.gov.au@bop.dpie.nsw.gov.au on behalf of no-reply@bct.nsw.gov.au
To: You

Hi .Kath,

Your registration to the BCT's Offsets Portal has been accepted.

You can now login to the Offsets Portal using the link below to:

- Request a Biodiversity Conservation Fund Quote
- Request to make a payment into the Biodiversity Conservation Fund
- Submit a credit offer in a Credit Tender

<https://offsetsportal.bct.nsw.gov.au/>

Biodiversity Offset Program

The Biodiversity Offsets Program facilitates biodiversity offsets for development approval compliance, ensuring conservation and management of biodiversity in NSW.

offsetsportal.bct.nsw.gov.au

Kind regards,
BCT Biodiversity Offsets Program

You will receive an email notifying you that your registration is accepted.

You can now access the Offsets Portal.

Log in to the Offsets Portal

Go to 'https://offsetsportal.bct.nsw.gov.au/'



Enter your email and password

Connect online with [BCT Offsets Portal](#), external user please log in with your email address.

Email Address

Password

[Forgot your password?](#)

External User Log in

Don't have an account? [Sign up now](#)

Internal Staff Single Sign-on

[Organisation](#) internal staff please log in with your internal account for Single Sign-on

Select 'External User Log in'

Enter your one-time verification code



1: You will have received an email containing your one-time verification code. Enter it here.

Verification code has been sent. Please copy it to the input box below.

Secondary Verification Code

2: Select 'Verify code'

Verify code

Send new code

3: Select 'Continue'

Continue

Hint: If you don't receive your one-time verification code, select 'Send new code' to resend the request to your email

Navigate to 'Account details'

Navigate to the
'Account details' tab

Biodiversity Offsets Program

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- Developers and landholders who undertake development or clearing, generating a credit obligation which must be retired to offset their activity
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Update your contact information

Full name

Email address

Phone

Mobile

Save

Add your phone and mobile numbers and select 'Save'

Hint: Updating your phone number allows the BCT to contact you if there's any issues with your access to the Offsets Portal

Navigate to 'Offsets payments Portal' for your charge quote and payment applications

Biodiversity Offsets Program

Home Account details **Offsets payments Portal** Credit Offer Portal [Logout](#)

Offsets Payment Portal

Quotes

[Create new application](#)

Quote No.	Applicant name	Development name	Process status

Navigate to the 'Offsets payments Portal' tab to submit charge quote and/or payment applications

Hint: Skip this slide if you want to submit a credit offer in a BCT Credit Tender

Navigate to 'Credit Offer Portal' to submit a credit offer in a BCT Credit Tender

Credit Offer Portal - Wanted Credits

UPDATED 25/03/2025

[Instructions](#)

[Ecosystem Credits](#)

[Species Credits](#)

[Species Credits \(variations\)](#)

Welcome to the Credit Offer Portal

The Credit Offer Portal enables participants to:

- Browse through the BCT's Wanted Credits List
- Select credit types to be offered for sale to the BCT, and
- Submit an offer to sell their credits to the BCT

The BCT's [Credit Offer Portal](#) webpage provides information on how to use the Wanted Credits List.

Please refer to the Guide to the Credit Offer portal before using the Wanted credits list and submitting an offer etc.

Navigate to the 'Credit Offer Portal' tab to submit a credit offer in a BCT credit tender

Contact us



For technical assistance or to provide feedback, please email us at offsets@bct.nsw.gov.au

Thank you for registering an account to use the Offsets Portal

